

DEPARTMENT OF THE ARMY  
HEADQUARTERS US ARMY ARMOR CENTER AND FORT KNOX  
Fort Knox, Kentucky 40121-5000

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Reserve Components  
ANNUAL TRAINING AND INACTIVE DUTY TRAINING GUIDE

The word "he" when used in this directive represents both the masculine and feminine genders, unless only the feminine gender applies.

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CHAPTER 1

GENERAL

1-1. PURPOSE. a. This pamphlet provides information and guidance for the support of Reserve Component (RC) Units during Annual Training (AT), Inactive Duty Training (IDT) at Fort Knox, and Mobile Training Teams (MTT).

b. It defines responsibilities for the support and conduct of AT, IDT, and MTT.

c. It assists RC and Active Component (AC) units preparing for AT, IDT, and MTT.

1-2. REFERENCES. a. AR 11-22.

b. AR 140-40.

c. AR 350-1.

d. AR 710-2.

e. FORSCOM Regulation 350-2 w/appendixes A, B, and C.

f. USAARMC Regulation 385-22.

1-3. APPLICABILITY. This pamphlet is applicable to RC units training at Fort Knox and USAARMC units, directorates, and agencies in support of that training. This pamphlet is directive in nature. Where conflicts with directives of a higher headquarters arise, those of the higher headquarters will govern.

1-4. RESPONSIBILITIES. Director, Directorate of Reserve Components (DRC), will:

a. Act as the single point-of-contact for RC support during AT/IDT at Fort Knox.

b. Provide and/or coordinate administrative, logistical, and training support of AT/IDT.

c. Monitor visits of VIP to RC units conducting AT/IDT at Fort Knox.

d. Advise RC commanders on policies and procedures applicable at Fort Knox and issue pertinent regulations and directives.

e. Establish and exercise staff supervision over the Fort Knox Evaluation Team.

1-5. SUPPLEMENTAL MATERIAL. a. This pamphlet is intended to supplement existing directives outlining the policies and procedures applicable to Fort Knox.

b. Locations, telephone numbers, and operating hours of facilities and activities on this installation of interest to RC units are not included in this pamphlet because of periodic changes. A list will be distributed by DRC at pre-camp conferences and to each advance party upon arrival.

c. DRC has published policies and guidance on the safeguarding of RC personnel against possible injury and loss of life during AT and IDT. All commanders should ensure their personnel become familiar with the DRC Standing Operating Procedures on Tornado Warnings, 2 December 1976, and Letter of Instruction on Bomb Threats, 20 April 1977. All buildings used by RC units are furnished copies of the above.

## CHAPTER 2

### PRE-CAMP CONFERENCE

GENERAL. a. Pre-camp conferences will be scheduled by this headquarters approximately 90 days prior to the unit's annual training (AT). The time, date, and location of each conference will be announced by separate letter to the State Adjutants General, appropriate US Army Reserve (USAR) commands, Army Readiness Groups, and units concerned.

b. These conferences are intended to coordinate support to be provided by this installation. Each RC commander is requested to bring a complete draft of ATZK-DRC Form 3663 (appendix A) and Annual Training Information Sheet (appendix B) to the conference.

c. RC personnel participating in the pre-camp conferences must be key personnel who are aware of planned programs and who have the authority to make decisions in major areas.

d. Upon receiving notification of an applicable conference date, the State Adjutants General and USAR commanders are requested to forward the following information to this headquarters, ATTN: ATZK-DRC-O, NLT 15 days prior to date of conference:

- (1) Name, grade, SSN, sex, and duty position of attendees.
- (2) Estimated date and time of arrival. (Personnel arriving at Standiford Field, Louisville, must make their own arrangements for travel to and from Fort Knox.)
- (3) Estimated date and time of departure.
- (4) Requirement for VOQ/VEQ and dates.
- (5) Reconnaissance and coordination desired.
  - (a) Training areas.
  - (b) Units/agencies.

CHAPTER 3

ANNUAL TRAINING (AT)

Section I. GENERAL

3-1. ARRIVAL OF UNITS. a. Each unit will send an advance party to arrive at this installation NLT 1300 on the Thursday prior to arrival of main body. The OIC will:

(1) Report to DRC Operations (Bldg No. 1018, 192d Tank Battalion Street), phone 502-624-3910/2625, AUTOVON 464-3910/2625, or FTS 354-3910/2625.

(2) Have authority to draw supplies and equipment (DA Form 1687, Notice of Delegation of Authority - Receipt for Supplies).

(3) Be prepared to discuss support required and coordinate mission to be performed during AT.

b. Size, number, and composition of the advance party is at the discretion of the commander; however, the advance party should contain at least one officer. Mess and billeting for the advance party as well as for the main body must be coordinated. Each individual who will mess in an Active Component dining facility must have in his possession and present upon entering the facility a valid DD Form 2 (Red). The dining facility headcount will give the RC member access to the dining facility by registering the last four digits of the member's SSN (as shown on the DD Form 2 (Red) in lieu of a meal card.

c. Unit main bodies arriving on Saturday are prohibited from arriving before 1200 unless prior approval is obtained from DRC. This restriction is imposed to allow departing units to clear. Units arriving on Sunday are not so restricted. Escort of incoming convoys is the responsibility of the unit advance party. Convoys of 15 vehicles or more will be escorted to assigned areas from the following rendezvous points:

(1) Fort Knox from the north: Junction of Brandenburg Road and US Highway 31W (coordinates ES 88959745).

(2) Convoys coming from the south: Junction of Wilson Road and US Highway 31W (coordinates ES 92884812).

3-2. ADMINISTRATIVE SERVICES. a. Mail service.

(1) Personnel attending AT at Fort Knox should have correspondence addressed as shown below:

SFC John L. Doe  
400-00-6759  
444th Med Det (USAR)  
Fort Knox, Kentucky 40121-5000

(2) Units are responsible for pickup of incoming mail and delivery of outgoing official mail at the Main Post Office. Unit mail orderlies will be appointed on DD Form 285 (Appointment of Military Postal Clerk, Unit Mail Clerk, or Mail Orderly) in accordance with (IAW) DOD Manual 4525.6 and appendix C of this pamphlet.

(3) Outgoing personal mail will be deposited in US Postal Service drop boxes which are conveniently located throughout the installation (see appendix C for additional guidance).

b. Message center.

(1) A message center will be operated by DRC (Bldg No. 1018).

(2) Units will pick up distribution at least once daily (1500-1600) except on weekends and holidays. (This includes advance party.)

c. Publications and forms. Units must bring all required publications and forms other than those published by USAARMC, which will be furnished by DRC.

d. Identification cards. Each RC unit member is expected to have in his possession a DD Form 2 (Red) upon the unit's arrival at AT. If, however, a few of the unit's members require the issue of the DD Form 2 (Red), the unit's personnel section may prepare a DA Form 428 for each individual and have the forms authenticated by DRC. AG MILPO ID Card Unit will issue the necessary DD Form 2 (Red).

e. Finance support.

(1) Unit pay and travel support will be provided by the CASPER/DART Pay System and will be paid by the station permanently maintaining the finance records. Checks will be mailed to the Fort Knox FAO Disbursing Branch, Bldg No. 63, Quartermaster Street, and released to the Class A Agents of the unit.

(2) Personnel should be briefed prior to arrival at any installation that on post financial institutions are now authorized to charge a fee for cashing US Treasury checks. The maximum fee is \$1.00. The Fort Knox Finance Office is not authorized to cash checks. Units must coordinate with post banking facilities in advance to ensure adequate cash is on hand.

f. Official military photograph. Any RC service member (SM) requiring an official military photograph may have the photograph made by reporting to the Post Photo Lab in the basement of Miller Hall, Bldg No. 1227, Sixth Avenue, between the hours of 0800 and 1130, Monday through Friday. The SM must be in Class A uniform.

3-3. PERSONNEL SERVICES. a. Morale Welfare Recreation (Unit) Funds. Upon submission of a written request (appendix D) to the Fort Knox Installation Morale Welfare Recreation Fund Custodian, Bldg No. 1117, Sixth Avenue, funds will be distributed IAW chapter 3, AR 210-1. Requests must be submitted on the first duty day after arrival for AT. Funds and equipment purchased with nonappropriated military welfare funds will be accounted for as prescribed in AR 215-5.

b. Commissary and Post Exchange (PX). IAW DOD Directive 1330.17, AR 30-19, and 60-20/ AFR 147-14, RC SM on active duty (AD) in excess of 72 hours are authorized Commissary and unlimited PX privileges throughout the continental United States and its possessions. These privileges are for the duration of the AD period of the SM and are extended to the SM and his family members. Any RC SM who performs a fragmented AT in separate periods of 72 hours or less is authorized Commissary and unlimited PX privileges starting on the first day of the final fragment for a period equal to the total number of such fragmented AT days. The time period for these privileges will in no case exceed 14 days (see appendix F).

(1) To use any Commissary, the RC SM, upon entering the Commissary, must present a DD Form 2 (Red) or a copy of AT/AD for training orders and such other identification (i.e., Social Security Card or driver's license) as directed by the installation commander. For an eligible family member to use the Commissary, he must present a Letter of Authorization (see appendix E) authenticated by the RC unit commander or an indorsement or annex to the RC member's AT/ADT order naming the family member as qualified to use the Commissary and some other form of positive identification (i.e., Social Security Card or driver's license).

(2) To use the PX, each RC SM in an AT/ADT status may gain admittance by being in regulation uniform or by presenting a DD Form 2 (Red) and a copy of the AT/ADT order. An eligible family member may gain admittance by presenting a Letter of Authorization authenticated by the RC unit commander or an annex or indorsement to the RC member's AT/ADT order and some other form of positive identification. Identification for family member children will not be required. It should be noted that while a family member can gain admittance by accompanying the RC SM, he cannot make a purchase without a Letter of Authorization or an annex or indorsement to the RC member's AT/ADT order.

(3) Each Letter of Authorization must be typewritten and authenticated by the RC member's unit commander. Each RC unit is responsible for providing a roster of unit personnel attending AT through DRC-O to the Fort Knox Commissary and PX.

c. Fort Knox Club System.

(1) Officer's Club. The Fort Knox Officers' Club (Brick Mess), Bldg No. 1118, Chaffee Avenue, furnishes food and bar services, caters parties, and has a swimming pool and tennis court. The facilities are for the use of members only. Officers and warrant officers shall be accepted for membership upon reporting for AT. Dues are one-half of one month at the current rate, payable in advance. These dues entitle the member to the use of all facilities except the swimming pool. Use of the pool requires the purchase of a pass, which is valid only for the AT period.

(2) NCO Club. The Main NCO Club, Bldg No. 4555, Ballard Avenue, provides a complete "a la carte" menu each night (except Monday), luncheon specials (Tuesday through Friday), and nightly entertainment. CPL E4 through E9 are authorized membership. The Rocker Inn (E6 through E9), Bldg No. 4072, Bullion Boulevard, has a complete bar and sandwich service, and operates seven days a week. Dues for these facilities are \$1.00 for the two-week period. The Enlisted Club, Bldg No. 2723, Spearhead Division Loop, offers a wide variety of bar, food, and recreational activities for the soldier E1 through SP4. The club is open seven days a week; it features a luncheon special daily and disco entertainment each night. Color television, pool tables, and amusement machines are also available for members' enjoyment. Dues for the two-week period are \$1.00.

(3) Package Beverage Store. Any RC SM on AD in excess of 72 hours is authorized to make purchases in the Package Beverage Store. The SM must be 21 years of age or older to be eligible to purchase alcoholic beverages. Prior to his making a purchase, the RC SM must present a valid ID Card and a copy of his AD orders.

d. Safety. (1) Responsibilities of commanders for the accident prevention program and accident reporting procedures during AT are outlined in AR 385-10 and AR 385-40 with TRADOC and FORSCOM supplements.



(2) On the first Monday after arrival, the unit commander or his designated representative will attend a mandatory safety orientation conducted by the USAARMC Safety Management Division at 0900 in Bldg No. 1016, 192d Tank Battalion Street.

(3) All accidents (to include vehicle, property damage, and injuries) must be reported by the first knowledgeable individual to the PMO Desk Sergeant, phone 4-2111. The information provided will be supplied daily to the Safety Management Division. DA Form 285 will be completed by the unit safety officer and submitted to the Safety Management Division. This procedure does not eliminate reporting requirements of RC units to their own headquarters.

(4) Troops will be marched in a column of two's along the right side of the streets with troop leaders at the head, rear, or left side of the formation. Marching troops will be protected by the use of road guards and, after dusk, by red blinker lights and luminous signs carried at the head and rear of columns.

(5) Motor vehicles will not be operated in excess of 10 MPH when passing dismounted troop formations.

3-4. INTERIOR AND/OR FIRE GUARDS. Each unit will provide its own internal security for assigned buildings, maintenance areas, and other areas as deemed necessary by unit commanders.

3-5. SERIOUS INCIDENTS OR DEATHS. In case of serious incidents or deaths, immediate notification will be made as follows:

a. During duty hours. In the case of a death, notify DRC, PMO Desk Sergeant, AG Personnel Actions Section, and Public Affairs Office. Notify DRC and the PMO Desk Sergeant of serious incidents.

b. During non-duty hours. Notify the USAARMC Staff Duty Officer, MP Desk Sergeant, and DRC Duty Officer.

3-6. LINE OF DUTY (LOD) INVESTIGATIONS. a. In those instances where disease, injury, or death involves an individual in AT status, LOD actions will be processed IAW AR 600-33. The requirements of NGR 600-3 will be met for actions pertaining to ARNG personnel. To ensure that time limits prescribed in para 3-6, AR 600-33, are met, commanders will initiate LOD procedures immediately upon accident or hospitalization. The commander or his representative responsible for clearing post will physically clear Patient Administration, IACH. Clearance will be accomplished the last duty day.

b. Unit commanders will ensure that documentation of any medical treatment received by an individual in AT status is placed in the health record or military personnel records jacket in those instances where an informal or formal LOD investigation is not required.

3-7. MORALE SUPPORT ACTIVITIES. a. All on post Morale Support Activities facilities are available to RC personnel.

b. Each RC member checking out books from any of the post libraries will record their unit home address in that library and will return all books prior to departure from Fort Knox.

3-8. RELIGIOUS SERVICES. a. Any chaplain accompanying a unit to AT will coordinate his religious activity program for the unit with the Office of the Post Staff Chaplain. The USAARMC Chaplain will provide emergency and on-call chaplain support for any unit without an assigned chaplain. The schedule for the Post religious activities is announced in the USAARMC weekly newspaper, Inside the Turret.

b. The senior chaplain of each unit will contact the USAARMC Chaplain at 0800 on the first duty day after arrival.

3-9. STANDARDS OF CONDUCT AND APPEARANCE. The unit commander is responsible for ensuring that standards of conduct and appearance are IAW AR 600-20, 600-50, and 670-1, and the Thunderbolt Standard (USAARMC DPCA Policy Letter 84-19, 18 Oct 84).

3-10. DISCIPLINE. a. National Guard (NG) personnel on AT are not in the Federal service and, hence, are not subject to the Uniform Code of Military Justice (UCMJ). However, while on post, NG personnel are subject to Federal Law, as applied by the Federal District Court and the US Magistrate's Court.

b. USAR personnel are subject to the UCMJ. USAR units on AT are attached to this installation for court-martial jurisdiction.

c. IRR personnel assigned to NG units are attached to the area commander for court-martial jurisdiction, with authority to further attach an individual to the nearest unit exercising appropriate court-martial jurisdiction as the need arises.

d. If a disciplinary problem arises, the USAARMC Staff Judge Advocate and DRC should be contacted.

e. RC personnel and their family members may obtain advice on emergency legal problems at the Legal Assistance Office, Bldg No. 6627, Calumet Street.

f. RC personnel undergoing UCMJ action may seek advice from the Trial Defense Service Office, Bldg No. 1110-A, room 301, Sixth Avenue.

3-11. PRIVATELY OWNED VEHICLES (POV). a. All POV brought to Fort Knox for periods in excess of 72 hours must be registered. DRC will coordinate registration with the Provost Marshal. All registrants will have in their possession:

(1) Title of vehicle or proof of ownership.

(2) Valid state operator's permit.

(3) Power of Attorney authorizing vehicle use if owned by other than AT unit member.

b. POV are not authorized on ranges or in training areas.

c. Registration decals from other posts are authorized.

d. The Provost Marshal Physical Security/Crime Prevention Section is available to present crime prevention classes/courtesy inspections and to provide crime prevention literature to AT units. Requests for assistance must be in writing (ATTN: ATZK-PM) or coordinated telephonically, phone 624-4531/1236.

3-12. PROTOCOL. a. DRC will assist any unit in coordinating visits by RC senior officers.

b. DRC will coordinate official calls for the Commanding General or the Deputy Commanding General.

c. Upon receipt of notification of expected visitors in the grade of Colonel or above, the unit will immediately inform DRC and provide the following information:

- (1) Name, rank, and position.
- (2) Mode of travel.
- (3) ETA/ETD and place.
- (4) Purpose and items of interest.

d. DRC will assist the unit in coordinating post quarters and transportation, appropriate official calls, and briefings by the Evaluation Team.

e. In coordination with DRC, the RC unit will prepare itineraries for visitors (with rank of Colonel or above) and provide copies to DRC, the USAARMC Protocol Officer, SGS, and each agency involved in the visit. Itineraries of general officers are to be treated as FOUO material.

3-13. SECURITY OF CLASSIFIED DEFENSE INFORMATION. Each RC unit bringing materials containing classified defense information to AT must bring its own storage container. The unit is responsible for security.

3-14. PUBLIC AND COMMAND INFORMATION. a. Queries or visits by representatives of the news media and news releases will be coordinated with the USAARMC Public Affairs Officer.

b. Requests for public and command information support will be addressed to the USAARMC Public Affairs Office.

c. The weekly newspaper, Inside the Turret, will be distributed to units through DRC.

3-15. OUT-PROCESSING AND CLEARANCE PROCEDURES. (See section III, Logistical Support.)

## Section II. TRAINING/OPERATIONS SUPPORT

3-16. GENERAL. Fort Knox has a wide range of assets to provide training assistance and support to RC units on AT. It is the policy of this installation to provide support, consistent with existing priorities and availability of resources.

3-17. TYPES OF TRAINING SUPPORT AND OPPORTUNITIES. a. Unit displacement. This training method is defined as the assumption of an AC training unit mission by an RC unit with full responsibility for the conduct of the training resting with the RC unit during its AT period. The RC displaces a like AC unit at an Army Training Center (ATC) and then conducts a two-week portion of the ATC Program of Instruction (POI). The two methods of unit displacement are horizontal and vertical displacement. Horizontal unit displacement involves the sequential rotation of RC units upon a like AC unit throughout the AC unit's training cycle. Vertical unit displacement is a one-shot mode in which an RC headquarters and all of its subordinate

units displace like AC units for two weeks and assume responsibility for conducting whatever portion of the POI for which their AC counterparts were scheduled.

b. Provisional unit. In this training method, there is a temporary formation of an RC organization which is added to the existing AC training structure for the purpose of conducting a training cycle. The Provisional Unit assumes full responsibility for the conduct of all or a portion of the POI.

c. Satellization. This is a training technique which provides USAR training units, up to brigade size, opportunities to augment similar sized AC training units. The AC unit retains responsibility for conducting the POI; each RC unit assists its AC counterpart. Units desiring satellization should prepare a roster which includes the name, rank, sex, and MOS of the personnel involved and submit to this headquarters, ATTN: ATZK-DRC-O, NLT 45 working days prior to the AT.

d. Parallel training. RC medical units conduct parallel training as determined by the Commanding Officer, Medical Activities, Fort Knox.

e. Site support. RC units with site support missions will perform AT as determined by and in coordination with the appropriate installation agency. Equipment to be brought to AT or borrowed from Fort Knox must be coordinated during the pre-camp conference.

f. Training and instruction. It is expected that each RC unit will conduct its own training; however, to enable RC units to take advantage of expertise available at Fort Knox, training and instructional support will be furnished within the limits of other mission requirements and available resources. If training and instruction cannot be provided by the most appropriate agency, every effort will be made to furnish an appropriate substitute. Requests for training or instructional support will be detailed and included on ATZK-DRC Form 3663 (Reserve Component Support Request). It must be submitted 45 working days prior to AT.

3-18. RANGES AND TRAINING AREAS. a. Units planning to use ranges and training areas will obtain copies of USAARMC Regulation 385-22 (Range, Impact, and Training Areas) and Fort Knox Special Map 1:50,000, depicting ranges and training areas, from DRC Operations.

b. Units will submit requests for ranges, training sites/areas, and terrain flight routes to this headquarters on ATZK-DRC Form 3663.

c. Aviation units must request aircraft parking facilities through this headquarters prior to arrival.

d. RC unit range OIC and safety officers must receive a range safety briefing prior to firing and a safety briefing for terrain flight routes prior to use of these routes. DRC Operations will coordinate all requests for safety briefings.

e. Prior to firing artillery or mortars, each unit must have an overlay for the scheduled firing position approved by Range Division, DPT. If the unit desires to fire from a position other than one previously approved, an overlay must be prepared in triplicate IAW AR 385-63 and submitted to this headquarters, ATTN: ATZK-DRC, NLT 15 working days prior to firing. These overlays must be approved by the Range Division prior to firing.

f. The use of riot control agents (e.g., CS gas) within 1,000 meters of an established road, an inhabited area, a reservation boundary, or an occupied range is prohibited. Use of smoke within 1,000 meters of the reservation boundary or within 100 meters of an established road is prohibited. The use of pyrotechnics within 1,000 meters of the reservation boundary is prohibited.

g. Designated bivouac sites are for nontactical administrative bivouac activities only. The use of pyrotechnics, riot control agents, field latrines, sumps, foxholes, fighting positions, etc., is prohibited. Tracked and wheeled vehicles over 2 1/2 tons will not enter bivouac sites. Units may use training areas for conducting tactical bivouacs.

h. A qualified aidman and covered wheeled evacuation vehicle must be present prior to firing on any range.

i. Aeromedical evacuation is available from field locations to IACH. Request may be made through the Range Division by landline or radio or directly to MEDEVAC, phone 4-5118 or FM radio frequency 38.90 (call sign for Range Control).

3-19. ROAD MARCHES. a. Daylight road marches involving more than five vehicles should be scheduled to avoid peak traffic hours on post (0700-0815 and 1600-1715).

b. Each blackout march must be approved prior to the march. Requests will be submitted to this headquarters, ATTN: ATZK-DRC, 20 working days prior to training. DRC will take necessary action to publish notices in the USAARMC Daily Bulletin.

3-20. COMMUNICATIONS. a. Each unit's request for radio frequencies and call signs will be submitted to this headquarters on ATZK-DRC Form 3663 (Dec 80) upon the unit's arrival at Fort Knox.

b. To reduce override interference, transmitters will be operated at low power.

3-21. TRAINING SCHEDULES. a. Two copies of the final approved training schedule will be submitted to this headquarters upon arrival of the advance party.

b. Requests for changes involving the use of Fort Knox ranges, areas, facilities, or training assistance will be submitted in writing seven working days prior to training. Deletions of ranges/training areas will be processed as requested; range/training area requests are subject to a 30-day lock-in rule.

### Section III. LOGISTICAL SUPPORT

3-22. GENERAL. a. Current Army policy is that AT will be conducted on an austere basis. RC units will train with the minimum essential equipment and provide a maximum amount of equipment from their own assets. Items not essential to training programs will not be provided.

b. As specified in appendix A, FORSCOM Regulation 350-2 (enclosure 4-Logistics), before a unit requests the loan of any equipment from this installation, it must have obtained the maximum loan of equipment from State and/or USAR Command sources.

c. Each request for TOE equipment will be prepared IAW appendix A, FORSCOM Regulation 350-2, and submitted on FORSCOM Form 156-R (Annual Training Equipment Requirements).

3-23. SUPPLY. a. Class I.

(1) Each unit operating a dining facility will submit a ration request on a DA Form 2970 (Subsistence Report and Field Ration Request) to this headquarters as an enclosure to ATZK-DRC Form 3663. The request will include rations required for the first seven days of AT. The request for the second week will be submitted as directed by the Troop Issue Subsistence Activity. DA Forms 1687 (Notice of Delegation of Authority - Receipt for Supplies) for receipt of rations and Cash Meal Payment Books (DD Form 1544) will be updated. Detailed instructions are contained in Fort Knox DIO Bulletin No. 2.

(2) Advance parties will include at least one responsible dining facility representative to coordinate matters with Troop Issue Subsistence Activity personnel, Bldg No. T-2, Park Road. The dining facility representative will arrange for adjustments of ration requests, if necessary. Initial rations will be drawn on Friday. DA Form 1687 will be prepared in four copies for drawing rations.

(3) Technical assistance in operating mess facilities may be obtained by contacting DRC Logistics. Each USAR unit having a requirement to operate a dining facility may obtain civilian Dining Facility Activity support.

b. Classes II and IV.

(1) All TOE and TDA equipment required for training will be brought with the unit except when transportation costs are prohibitive.

(2) Janitorial and housekeeping supplies are available from DRC on a reimbursable basis.

c. Class III.

(1) Diesel/Mogas. Units will draw POL from DRC POL facilities. Units requiring POL in the field must arrange their own means of delivery.

(2) Aviation fuel. Units will draw aviation fuel from Godman Army Airfield. Prior arrangements must be made through the DRC to the Airfield POL Section.

(3) Reimbursement for fuel.

(a) RC units (other than 83d ARCOM and 100th Division (Tng)) are required to reimburse DRC for the cost of fuel through an Intra-Army Order for Reimbursable Services (DA Form 2544), ATTN: DRC-RM.

(b) DA Form 2544 for aviation fuel will be provided, ATTN: ATZK-DPT-AVN.

d. Class V.

(1) Each unit requiring ammunition will submit a forecast of anticipated ammunition requirements to this headquarters, ATTN: ATZK-DRC-LOG, at the earliest opportunity, but NLT 90 working days before AT. Detailed instructions are contained

in FORSCOM Regulations 350-4 and 700-4, and Fort Knox DIO Bulletin No. 1. The forecast letter must include the following information: dates required, type and amount of ammunition, authority and basis of issue, and forecast of personnel strength. The form or letter must include the statement: "This is to confirm that the quantity is needed to meet actual requirements for ammunition to be used for training."

(2) All requisitions for ammunition will be submitted to this headquarters, ATTN: ATZK-DRC-LOG, on DA Form 581 (Request for Issue and Turn-In of Ammunition) in six copies, with the training events code as required by TAMIS (Training Ammunition Management Installation System) as an enclosure to ATZK-DRC Form 3663. USAR units will have their requests approved by their appropriate ARCOM or GOCOM; NG units, by the State Adjutant General's Office. Each requisition will contain the following statement signed by the unit commander or his authorized representative: "This confirms that this ammunition is required for immediate use during periods (applicable dates) for the use of (purpose). Ammunition not required and/or expended will be turned in."

(3) Ammunition to be used on weekends or holiday periods will be drawn during normal duty hours on the last duty day prior to the weekend or holiday period. The Fort Knox Ammunition Supply Point must be contacted for hours of operation. Units must furnish or arrange for transportation needed to transport ammunition. A DA Form 1687 is required for drawing ammunition.

(4) Ammunition not expended must be returned to the ammunition supply point. Turn-in time for weekends will be coordinated when the ammunition is drawn.

(5) Additional requirements for hauling ammunition are explained in Fort Knox DIO Bulletin No. 1, copies of which may be obtained from DRC.

3-24. SELF-SERVICE SUPPLY. a. Services of the Self-Service Supply are available to RC units:

(1) To units with regular accounts with this installation.

(2) To other units through DRC Logistics on a reimbursable basis.

b. DRC provides janitorial and cleaning supplies for the billets on a reimbursable basis.

3-25. MAINTENANCE SUPPORT. a. Support maintenance for RC units will be provided by the Maintenance Division, Directorate of Industrial Operations (DIO).

b. Equipment requiring support maintenance will be evacuated through DRC to the appropriate facility on the installation using DA Form 2407 (Maintenance Request) prepared IAW TM 38-750. An entry should be made in block 1a of the form indicating the date the equipment must be returned.

c. Repair and replacement costs for ARNG equipment will be billed to the State Adjutant General's Office on SF 1080 (Voucher for Transfers between Appropriations and/or Funds (Disbursement)) by the Finance and Accounting Division, Directorate of Resource Management, IAW the provisions of AR 37-27. In the case of equipment belonging to USAR units outside the direct installation support responsibility of Fort Knox, the DRC will arrange with the appropriate installation for reimbursement. Maintenance support to USAR units within the direct Fort Knox installation support responsibility will be furnished IAW normal procedures.

d. USAR units will bring demand supported and forecasted PLL to AT. AR 140-15 provides guidance on acquiring necessary repair parts, on a loan basis, from supporting Area Maintenance Support Activity (AMSA). DRC can provide repair parts to USAR units on a reimbursable basis through the use of the DA Form 2544.

3-26. LIMITED TELEPHONE SERVICES. The use and control of telephone communications equipment is the responsibility of unit commanders and individuals in whose offices telephones are installed. Personal calls will not be made from official telephones; coin telephones are installed in convenient locations for the purpose of placing personal calls.

a. Services available.

(1) Class A-1. Class A-1 has access to AUTOVON, Federal Telecommunications System (FTS), Wide Area Telephone System (WATS), commercial long-distance (CLD), and all numbers in the local calling area (exchanges 351, 422, 496, 497, 547, 828, 877, and 942). Telephone control equipment prohibits the making of any type of commercial long-distance call (pre-paid, collect, 800, directory assistance, etc.) by any means other than through the Long-Distance Control System (LDCS) only. Individuals assigned caller identification codes have access to LDCS.

(2) Class C. Class C lines have access to all Fort Knox and 942 numbers. To reach a 942 number, the caller must dial 6, and upon receipt of a dial tone, dial the seven-digit 942 number.

b. Local area service. The local area is comprised of exchanges 351, 422, 496, 497, 547, 828, 877, and 942. Numbers in all the foregoing exchanges may be accessed from Class A-1 or A-2 telephones by dialing 9 and then the seven-digit number. Numbers in the 942 exchange can also be accessed from Class C telephones by dialing 6 and then the seven-digit number.

c. Long-distance calling facilities. Fort Knox is serviced by a mixture of long-distance services and nets engineered to provide efficient service at the most economical costs. They are, in order of location:

(1) Automatic Voice Network (AUTOVON).

(2) Federal Telecommunications System (FTS).

(3) Long-Distance Control System (LDCS) through which the following systems are accessed:

(a) Foreign Exchange (FX) circuits.

(b) Wide Area Telephone Service (WATS).

(c) Commercial Long-Distance (CLD).

d. Long-distance calling facilities priority of use. It is the responsibility of each user of the official telephone system to use those facilities that will provide for the efficient conduct of official business at the most economical cost to the Government. The systems and nets cited at paragraph c, above, have been engineered on this premise and will be used IAW the following priority:



(1) FX circuits. The FX circuits, accessed through the LDCS, are the only means authorized for making calls to the Elizabethtown and Louisville, Kentucky, calling areas.

(2) FTS. The FTS circuits are first choice circuits for making calls to another military installation and when calling any other Governmental or commercial number outside the State of Kentucky. Commercial numbers are defined as any business or residential number.

(3) AUTOVON. The AUTOVON circuits are second choice circuits to be used when calling another military installation and/or facility that is in the AUTOVON network.

(4) WATS. The WATS circuits (accessed through the LDCS) are first choice for making calls to all Governmental and commercial numbers in Kentucky other than those cited at subparagraphs (1) and (2) above. The circuits are second choice for making calls to other Governmental and commercial numbers outside the State of Kentucky. Only in case of emergency circumstances should it be necessary to use WATS outside the State of Kentucky.

(5) CLD. The CLD circuits (accessed through the LDCS) are to be used only when the expediency of the call demands the use thereof. Only in case of emergency circumstances should it be necessary to use the CLD circuits.

e. Each administrative building is equipped with one Class A-1 telephone which has access to all long-distance circuits. As much as possible, all long-distance calls will be made by FTS or AUTOVON. UNDER NO CIRCUMSTANCES WILL COLLECT CALLS BE ACCEPTED.

f. Commercial telephone service, to include credit card calling, is available at any of the pay stations on the installation.

g. Personal. Personal telegrams and telegraphic money orders may be sent or received at the Western Union Office, Bldg No. 1473, Chaffee Avenue.

3-27. BILLETING. a. Enlisted billeting.

(1) Limited Senior Visiting Enlisted Quarters (SVEQ) are available for personnel in the grades E-7 through E-9. Thirty working days prior to its AT, each unit needing SVEQ accommodations will submit to DRC a by-name roster of the individuals needing these quarters. The roster will contain the following information: name, rank, SSN, sex, and arrival date.

(2) Forty-person enlisted barracks are equipped with beds, mattresses, and wall lockers. Units must draw linen from DRC Support Branch.

(3) Enlisted personnel are encouraged to bring key operated tumbler type padlocks to secure personal belongings.

b. Visiting Officer Quarters (VOQ).

(1) The VOQ situation is critical during the period May through August. All VOQ on this installation are considered adequate. Certificates of non-availability of quarters will not be issued as long as space is available.

(2) All RC officers, except those in the field, are entitled to maid service. They will not be required to pay billeting or maid service fees during AT unless they are on per diem status; however, they must sign vouchers so appropriate reimbursements can be made from appropriated funds to the billeting fund.

(3) Thirty working days prior to its AT, each unit needing VOQ for its officers will submit a by-name roster to DRC. The roster will contain the following information on each individual: name, rank, SSN, sex, and arrival date.

3-28. OTHER BUILDING SUPPORT. a. Administrative buildings are equipped with desks and chairs.

b. Supply buildings are equipped with desks and chairs.

c. All company-size dining facilities are fully equipped.

d. Classrooms are equipped with student chairs.

3-29. TRANSPORTATION. a. Units and individuals traveling to and from Fort Knox by commercial air will arrive at and depart from Standiford Field, Louisville. Units and individuals traveling to and from Fort Knox on military aircraft in excess of 30,000 pounds will also arrive at and depart from Louisville terminals. Commercial transportation, normally bus, must be arranged by the unit/individual for travel to and from Louisville.

b. Units requiring commercial transportation for return to home station should make necessary arrangements prior to arriving at Fort Knox. Units must contact the Passenger Travel Section, Transportation Division, DIO, NLT Tuesday of the first week of training to confirm return arrangements.

c. Units shipping excess cargo and other materials ahead of arrival should address them to this headquarters, ATTN: ATZK-DRC. The unit will coordinate any required BBCT through DRC on a reimbursable basis.

d. Limited on post transportation is available and must be requested on ATZK-DRC Form 3663. Units must provide their own drivers. Personnel with valid state driver's licenses are authorized to operate small commercial-type military vehicles such as sedans, carryalls, station wagons, and pickup and panel trucks up to a gross weight of 10,000 pounds. Each driver must possess a valid US Government Motor Vehicle Operator's Identification Card (SF-46) to operate any tactical vehicle, bus, vehicle with a gross weight over 10,000 pounds, powered two-wheeled vehicle (i.e., mopeds/motorcycles), or four-wheel drive vehicle.

e. IAW AR 58-1:

(1) Government-owned transportation will not be used to transport permanent party personnel or temporary duty personnel to or from Standiford Field. Exceptions are as follows:

(a) Official non-DOD persons invited to take part in DA functions may be provided transportation between Standiford Field and point of visit.

(b) Government transportation may be used by principal diplomatic officials and officials listed in appendix C of above reference.

(c) In cases where required for emergencies or for security purposes, i.e., medical evacuations at the discretion of the MEDDAC Commander, transport of sensitive information or materials, etc., Government-owned transportation will be provided.

(d) In cases where public or commercial transportation is not adequate, Government-owned transportation may be provided.

(2) Government-owned transportation will not be used if adequate public or commercial transportation is available and further prohibits any Government transportation based on rank, prestige, or personal convenience. Greyhound provides daily service to and from Standiford Field and is reimbursable to the traveler on TDY. Commanders and Activity Directors are requested to encourage maximum use of bus transportation; however, if reimbursement is to be limited to bus transportation, the travel order must state bus travel as the only authorized mode of transportation to and from Standiford Field. Otherwise, travelers will be entitled to the Joint Travel Regulation (JTR) allowances for POV or taxi.

(3) The use of Government-owned transportation between family domicile and place of employment is a violation of public law. The regulatory restrictions on transportation between domicile and place of employment also include a prohibition of the use of Government-owned transportation to or from domicile when departing on or returning from TDY.

3-30. UTILITIES AND ENERGY CONSERVATION. Each unit commander will initiate procedures to ensure conservation of utilities and energy in consonance with the Fort Knox Energy Plan. Questions in this area should be directed to the Directorate of Engineering and Housing (DEH) Energy Branch.

3-31. AREA POLICE. Each unit commander is responsible for the police of buildings, roads, sidewalks, drainage ditches, and grounds of areas occupied by the unit's personnel and other areas designated by Director, DRC.

3-32. CLOTHING SALES STORE. Services of the Clothing Sales Store are available. Each SM must present a valid ID Card and other means of identification. To receive a limited issue of clothing, an SM must possess a DA Form 3161 and a valid DA Form 1687.

3-33. DIRECTORATE OF ENGINEERING AND HOUSING (DEH). a. Requests for DEH support will be routed to DRC. Emergency requests may be called directly to the DEH. DRC will be notified of all emergency requests.

b. Garbage and trash pickup in the cantonment area will be arranged by DRC. Units in the field must haul trash and garbage to a designated point.

3-34. MEDICAL SERVICES. a. Personnel will report to Troop Medical Clinic No. 2 (TMC #2), Bldg No. 1002, 192d Tank Battalion Street.

b. Food handlers examinations must be accomplished prior to arrival at AT.

c. Aeromedical evacuation is available from field locations to IACH. Requests may be made through the Range Division by landline or radio or directly to MEDEVAC, phone 4-5118, or FM radio frequency 38.90 (call sign for Range Control).

d. Each RC member requiring emergency medical care while traveling to and from AT at Fort Knox will be taken to the nearest Federal medical facility if

possible; otherwise, the individual will be taken to the nearest civilian medical facility. The civilian facility will forward the bill for USAR personnel directly to: Chief, Patient Administration Division, Ireland Army Community Hospital, Fort Knox, Kentucky 40121-5520. The commander of any such individual will provide information to the Chief, Patient Administration Division, IACH, to include details of injury or illness, name of the individual, name and address of the civilian medical facility, and name and address of the ambulance service (if used). The bill for ARNG personnel will be forwarded to The Adjutant General of the state concerned.

e. RC personnel who remain on AD after AT for military hospitalization will sign an affidavit accepting or rejecting AD for medical care. The type of affidavit to be used will be determined by the status of the individual and by the LOD determination. Individuals retained will be attached to the Medical Holding Detachment.

f. Quadrennial physicals are available only by exception to policy, and even then on a very limited space-available basis. Contact DRC for further information.

g. Dental treatment for AT personnel will be limited to emergency care. Dental clinics to be used by RC units for emergency dental care during normal duty hours will be assigned on arrival of units. For emergency dental treatment after normal duty hours, personnel should report to the Hospital Dental Clinic located on the first floor of IACH.

3-35. MAPS. Requisitions for maps will be submitted to DRC.

3-36. TRAINING AIDS. a. Services of the Training and Audiovisual Support Center (TASC), DPT, to include loan of items, handout training aids, and limited photographic support, are available. Permanent account holders will use their account numbers. Other units will obtain temporary account numbers from TASC.

b. Requests for training aids will be submitted as enclosures to ATZK-DRC Form 3663.

3-37. REPRODUCTION SERVICE. Units will bring their own reproduction equipment, if available. Copy service is available on a limited basis through DRC. The following procedures will be used:

- a. Only those individuals assigned to DRC are authorized to use the machine.
- b. All requirements will be submitted to the DRC Admin NCO, with number of copies required, 24 hours prior to need for document. Copies will be placed in the unit's distribution box.
- c. Documents with more than one page will be reproduced but not collated.
- d. Documents will be reproduced in the order received.
- e. Only documents required for the unit to conduct AT will be reproduced.
- f. Paper will be supplied by DRC. Units will be charged at the current rate and billed at the end of their training period (IDT, AT) for copies made.
- g. Publications (ARs, FMs, DA Pams, etc.) will not be reproduced by DRC.

3-38. REIMBURSEMENT BY RESERVE COMPONENT UNITS OTHER THAN 83D ARCOM AND 100TH DIVISION (TNG).

a. Units are required to reimburse this installation for services and supplies, including subsistence.

(1) Ice. Any unit requesting ice will submit the request on DA Form 3161 to ATZK-DI-S; the request will be accompanied by a completed DA Form 1687. Units other than the 83d ARCOM and the 100th Division (Tng) will provide a completed DA Form 2544 to ATZK-DRC-RM so that the reimbursement process can be initiated.

(2) POL (DA Form 2544 to ATZK-DRC-RM); (AVGAS, DA Form 2544 to ATZK-DPT-AVN).

(3) Repair parts and maintenance support -- contact DRC about unique demands/situations.

(4) Communications (DA Form 2544 to ASNB-KNO).

(5) Expendable supplies, to include housekeeping and janitorial supplies (DA Form 2544 to ATZK-DRC-RM).

(6) VOQ maid service. USAR units are not required to reimburse for VOQ maid service (ARNG will be billed by SF 1034).

(7) Laundry service (DA Form 2544 to ATZK-DI-S).

b. Reimbursement documents should be forwarded through DRC to the appropriate address(es) NLT 15 working days prior to training. Services and supplies provided by separate address(es) should not be combined.

c. Separate reimbursement estimates and fund citations are required for each fiscal year when training periods overlap two fiscal years.

3-39. EVALUATION OF ANNUAL TRAINING. a. The DRC will provide DPT-Support with a summary of all known evaluator requirements NLT 15 December. Each Fort Knox unit that has been tasked by DPT to furnish an evaluator will provide any personnel, administrative, logistical, and/or tactical support that the evaluator requires in the conduct of his evaluation mission.

b. Each evaluator will conduct his evaluation IAW FORSCOM Pamphlet 135-3. The evaluator will ensure that he has an assistant evaluator either from the evaluator's Fort Knox unit of assignment, or, if the evaluator is not assigned to Fort Knox, as appointed by DPT.

c. All RC units that require evaluation will prepare FORSCOM Form 1-R (Report of Annual Training Performance of Reserve Components of the Army) IAW the guidance provided in FORSCOM Pamphlet 135-4. Each unit will submit a pencil draft copy of the Form 1-R to DRC NLT 1000 of the first Tuesday of AT. Three copies of the completed form for each unit will be furnished to the unit evaluator by 1200, Wednesday, the first week of AT. Each RC unit will bring those records and reports as required by all higher headquarters to AT. This will include, as a minimum:

(1) Yearly Training Program.

- (2) Report of last IG inspection.
- (3) Unit MTOE or TDA.
- (4) Evaluation report for the previous year.

d. The DRC will brief all evaluators at the Evaluation Headquarters, Bldg No. 1017, at a scheduled meeting, date to be announced.

CHAPTER 4

INACTIVE DUTY TRAINING (IDT)

4-1. REQUESTS. At least 60 days prior to requested training date, assistance requests will be submitted on ATZK-DRC Form 3663, through the headquarters of the appropriate State Adjutant General or USAR Command and Army Headquarters, to this headquarters, ATTN: ATZK-DRC.

4-2. ADVANCE PARTY. The individual in charge of the advance detachment will report to the Operations Officer, this headquarters, Bldg No. 1018, NLT 1000 on Friday prior to the arrival of the main body to coordinate training support and draw supplies.

4-3. RANGE AND IMPACT AREA REGULATION. USAARMC Regulation 385-22 (Ranges, Impact, and Training Areas) will be issued to units conducting firing and/or field training.

4-4. AUTOMOBILE REGISTRATION. a. Upon entering the Fort Knox reservation, each individual driving a privately owned vehicle (POV) will be issued a visitor's pass. No further registration is required.

b. POVs are not authorized on ranges or bivouac sites, or in training areas.

4-5. SAFETY. Each unit Range OIC and Safety Officer must receive a range safety briefing prior to firing and a safety briefing for terrain flight routes prior to use of these routes. DRC-0 will coordinate all requests for safety briefings.

4-6. DEPARTURE AND CLEARANCE. a. Commanders are responsible for the police of all facilities used IAW USAARMC Regulation 385-22.

b. Each unit will obtain a range clearance from the Range NCO for any range, training area, or bivouac site used and property clearance from the source of supply prior to departure.

c. Each unit using any range, bivouac site, and/or training area will submit a land utilization report to DRC-0 within seven working days of completion of the scheduled training.

4-7. PUBLICATIONS. Blank forms, score cards, FMs, TMs, and other publications needed for weekend training will be furnished by the training unit.

4-8. COMMISSARY AND POST EXCHANGE PRIVILEGES. a. Commissary. Pursuant to DOD Directive 1330.17 and AR 30-19, RC personnel in an IDT status are not authorized Commissary privileges.

b. Post Exchange (PX). Pursuant to AR 60-20/AFR 147-14, RC members who participate in regularly scheduled IDT are authorized one day of unlimited PX privileges for each eight hours of IDT. Family members of RC members who participate in regularly scheduled IDT are authorized to accompany the sponsor into the PX or, without the sponsor, to use the sponsor's privileges.

c. Identification.

(1) To avail of the PX privilege, the RC member must present a valid DD Form 2 (Red) and a Leave and Earnings Statement (LES) (for USAR, USAFR, USNR, ARNG, and ANG) or a Letter of Identification (for USMCR).

(2) Any family member who accompanies the RC sponsor into the PX must present identification such as a driver's license, marriage certificate, or sponsor's certified statement of dependency authenticated by the RC unit commander. To enter the PX without the RC sponsor, the family member must present identification and the sponsor's LES, Letter of Authorization (see appendix E of this pamphlet), or Letter of Identification. IAW AAFES Exchange Service Manual 1-4, dependent children, when accompanied by the sponsor or an authorized adult, do not require identification. It should be noted that while a family member can gain admittance by accompanying the RC member, he cannot make a purchase without a LES, Letter of Authorization, or Letter of Identification.

(3) Each Letter of Authorization must be typewritten and authenticated by the RC member's unit commander.

4-9. HOSPITALIZATION. Unit commanders will furnish the Chief, Patient Administration Division, IACH, and the Transportation Officer, this headquarters, a copy of orders for individuals hospitalized. Individuals hospitalized must have either a Class A uniform or civilian attire for traveling. Current regulations prohibit individuals from traveling by commercial transportation in field uniform. IACH will not release a patient unless he has a Class A uniform or civilian clothes for travel.

4-10. TRAINING SUPPORT. a. The training unit will conduct its own training to the maximum extent possible.

b. Requests for instructional support will be sent to DRC-0 to arrive NLT 60 days prior to the IDT date. Each request will include the following information:

- (1) Number of personnel to be trained, by MOS.
- (2) Number of hours to be taught.
- (3) Proposed POI to be taught.
- (4) Experience level of personnel to be trained.
- (5) Point of contact at the unit.
- (6) Date and time.

4-11. FUNDING. a. State Adjutants General will submit DA Form 2544 to support supply and service requirements for NG weekend training.

b. Major USAR commands other than 83d ARCOM and 100th Division (Tng) will submit DA Form 2544 to support USAR units participating in weekend training.

4-12. ACTION BY APPROVING HEADQUARTERS. State Adjutants General and major USAR commands should indicate by forwarding indorsement the action taken on those items requiring action by that headquarters and make appropriate recommendations.



CHAPTER 5

MOBILE TRAINING TEAM (MTT)

5-1. REQUESTS. Requests for MMTs will be submitted through the headquarters of the appropriate State Adjutant General or the major USAR command and CONUSA to this headquarters, ATTN: ATZK-DRC. The request should arrive at DRC at least 30 working days prior to the training date and will indicate:

- a. Training dates and alternate dates.
- b. Location of proposed training site.
- c. Availability of transportation in the local area, to include:
  - (1) Approximate distance from the local air terminal to the training site.
  - (2) Availability of transportation to the proposed training site, i.e., taxi, bus, or automobile rental service.
- d. Availability of rations in the local area.
- e. Availability of quarters, to include approximate cost and distance from the training site.
- f. Unit commander's name, rank, address, and telephone number.
- g. Unit advisor's name, rank, address, and telephone number.
- h. Point of contact for the MTT in the training site area, to include the telephone number for the training site and an alternate.
- i. Training assistance required (para 5-2, below).

5-2. TRAINING. Requests for MMTs will include, at a minimum, the following information:

- a. Number of personnel to be trained, by MOS.
- b. Proposed POI to be taught.
- c. Experience level of personnel to be trained.
- d. Number of vehicles at the training site that are available for instructional purposes.
- e. Number and type of training aids available at the proposed training site.
- f. Number of training hours requested.
- g. Point of contact at the unit.
- h. Any other pertinent information.

5-3. FUNDING. The CONUSA supporting the unit requesting the MTT will provide a fund cite to cover the TDY expenses.

5-4. CONTROLS. DRC is the controlling agency for all MTTs supplied by Fort Knox units.

a. DRC Operations receives all MTT requests and forwards them to DPT Support within one working day of receipt.

b. DPT Support tasks USAARMC units to support the MTT commitments.

c. DRC Operations maintains a current status on all on-going MTT actions.

d. DRC Operations provides the actual fund cite code number to the MTT supporting unit.

e. Informal coordination is encouraged.

## APPENDIX A

RESERVE COMPONENT SUPPORT REQUEST  
(Fort Knox Pam 135-1)

TO: Commander US Army Armor Center and Fort Knox ATTN: ATZK-DRC Fort Knox, KY 40121		FROM (UNIT):  Date Prepared:				
1. Element	NUMBER OFF      EM		ARRIVAL DATE/TIME	DEPARTURE DATE/TIME	MODE OF TVL	OIC
a. Advance Party						
b. Main Party						
Unit Commander _____ POC _____ Address _____ Ph # Com _____ AV _____						
2. Ranges Required: (See USAARMC REG 385-22)						
RANGE (NAME)	Type of Weapon	Type of Ammo	Firing Points	Day of Week	Date	Hours From/To
Primary						
Alternate						
3. Training Areas Required (See USAARMC REG 385-22)						
TRAINING AREAS	Type of Weapon	Type of Ammo	Firing Points	Day Of Week	Date	Hours From/To
4. Bivouac Sites (See USAARMC REG 385-22)						

ATZK-DRC FORM 3663  
1 Dec 80

(This form supersedes ATZK-DRC Form 3663 dated 1 Sep 78)

Page 1 of 2 Pages

5.        Logistics

a. <u>      </u> Quarters	MALE	FEMALE	TOTAL
06 and above*	_____	_____	_____
01-05*	_____	_____	_____
E-7,8,9*	_____	_____	_____
E-1-6	_____	_____	_____

\*Roster attached as inclosure

b.        Orderly Room, Number Required       

c.        Supply Room, Number Required       

d.        Dining Facility (Yes/No), Number Required       . (Note: DA Form 2970, Rations Request, must arrive at DRC MTF 15 days prior to start of training)

6.        Classrooms

CAPACITY

DTG NEEDED  
(Include Set-Up Time)

DTG Turn-In

CLASSROOM EQUIPMENT  
REQUIRED

7.        Ammunition

DA Form 501 (REQ/ISSUE) must be forwarded thru command channels to arrive at DRC MTF 15 days prior to training.

8.        POL (Est number of gallons to be used)

a.        Mogas        b.        Diesel        c.        JP-4       

9.        Vehicles

Vehicles unit will bring to FT Knox (Include Aircraft)

a.        Type        b.        Number        c.        Cont        d.        Cont       

10.        Vehicles Requested

a.        Type        b.        Number        c.        DTG Pick-Up        d.        DTG Turn-In       

11.        Equipment

Additional equipment will be requested as an inclosure in the following format.

a.        Type        b.        Quantity        c.        DTG Pick-Up        d.        DTG Turn-In        e.        POC

APPENDIX B

ANNUAL TRAINING INFORMATION SHEET

1. UNIT AND INCREMENT: \_\_\_\_\_
2. UNIT ADDRESS: \_\_\_\_\_
3. UNIT PHONE NUMBER: \_\_\_\_\_
4. COMMANDER: \_\_\_\_\_
5. SENIOR FULL-TIME OFFICIAL: \_\_\_\_\_
6. ANNUAL TRAINING PERIOD: \_\_\_\_\_
7. PERSONNEL: a. Assigned personnel:

OFFICERS

ENLISTED MEN

ENLISTED WOMEN

07 or higher \_\_\_\_\_

CSM \_\_\_\_\_

CSM \_\_\_\_\_

06 \_\_\_\_\_

E9 \_\_\_\_\_

E9 \_\_\_\_\_

05 \_\_\_\_\_

E8, E7 \_\_\_\_\_

E8, E7 \_\_\_\_\_

04 \_\_\_\_\_

E6, E5 \_\_\_\_\_

E6, E5 \_\_\_\_\_

W1 thru 03 \_\_\_\_\_

E1 thru E4 \_\_\_\_\_

E1 thru E4 \_\_\_\_\_

b. Roster of personnel with MOS qualifications:

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8. TRAINING AND OPERATION SUPPORT:

a. Training sites and facilities: Indicate facility or area and preferred dates.

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b. Number of communications call signs and frequencies required:

c. Instruction or training support:

TYPE OF TRAINING

NUMBER TO BE TRAINED

9. OTHER SUPPORT REQUIREMENTS:

NAME AND RANK OF REQUESTOR

## APPENDIX C

**DISPOSITION FORM**

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL ATZK-AG-AP (65)	SUBJECT Postal Procedures for Reserve Units
TO Reserve Units and NG Units FROM Cdr, USAARMC DATE 18 Jan 85 CMT1 /paw/4-1349	

1. Reserve and National Guard (NG) units that conduct annual active duty for training (ADT) at Fort Knox, KY will comply with the following procedures to insure prompt and efficient mail service to their unit.

a. Appointment of Unit Postal Personnel: At least one mail orderly will be appointed by the unit commander on DD Form 285 (Appointment of Military Postal Clerks, Unit Mail Clerks, or Mail Orderly). Three copies of the DD Form 285 must be completed and handcarried by the mail orderly to the AG Postal Section (Post Locator), Building 1359, for validation. After validation, one copy will be retained at AG Postal Section, and two copies will be returned for the units file and the mail orderly. Accountable mail is not normally delivered to mail orderlies. Consequently, item 9 of the DD Form 285 must be marked to indicate that the mail orderly may receive official (except accountable) and personal (except accountable) mail only.

APPOINTMENT OF MILITARY POSTAL CLERK, UNIT MAIL CLERK OR MAIL ORDERLY (See Instructions on Reverse)		1. DATE EFFECTIVE	2. DATE REVOKED
3. NAME OF APPOINTEE (Last, First, Middle Initial) Doe, John C.			
4. RANK OR GRADE SSG	5. SERVICE NUMBER/ID 123456789	6. TITLE OF APPOINTEE Mail Orderly	
7. ORGANIZATION/ACTIVITY 2085 USAR		8. APO, APO, OR CONUS/INTELL/LANON Fort Knox, KY	
9. MAIL AUTHORIZED TO RECEIVE (Check and Initial) <input checked="" type="checkbox"/> PERSONAL (All) <input checked="" type="checkbox"/> OFFICIAL (Except Accountable) <input checked="" type="checkbox"/> OFFICIAL (All) <input type="checkbox"/> PERSONAL (Except Accountable) <input type="checkbox"/> OFFICIAL (Except All) <input type="checkbox"/> OFFICIAL (All)		10. THIS FORM MUST BE VALIDATED BY THE SERVING AGENCY'S REGULAR PURPOSE DATING STAMP PRIOR TO CLERK RECEIVING MAIL. IN THE CASE OF REMOTE UNIT, VALIDATION MAY BE BY IMPRESSION OF THE UNIT'S OFFICIAL SEAL.	
SIGNATURE OF APPOINTING OFFICER <i>Liberty Dum</i>		SIGNATURE OF APPOINTEE <i>John C. Doe</i>	

DD FORM 285

PREVIOUS EDITIONS OBSOLETE

b. Mail Call Hours: Mail will be available for pickup between 0930-1130 hours, Monday-Friday, except holidays. Outgoing mail should also be delivered at this time. Building 1359 houses the AG Postal Section and the Post Office. Rear entrances to Building 1359 should be used to deliver personal outgoing mail to the Post Office and official outgoing mail to the AG Postal Section.

c. Incoming Accountable Mail (Registered, Numbered Insured, and Certified):

(1) All accountable mail records will be maintained by the AG Postal Section.

(2) Accountable mail will be delivered to the addressee or their agent indicated in writing on a PS Form 3849-A, Delivery Notice or Receipt (see example next page). A notice will be placed with mail picked up by the mail orderly, stating the arrival of accountable mail. The addressee or their designated agent will sign for this mail at the rear of the AG Postal Section.

USAARMC Pam 135-1 (4 Feb 85)

ATZK-AG-AP  
SUBJECT: Postal Procedures for Reserve Units

18 Jan 85

ARTICLE NO. 12496

**IMPORTANT:** Present this form to obtain your mail. ID required. Signature may be required.

You may notify your carrier or Post Office for redelivery or pick up your mail after \_\_\_\_\_ M. (Date).

☐ REGISTERED ☐ NUMBERED ☐ CUSTOM (Omit Number)  
☒ CERTIFIED ☐ COD ☐ EXPRESS MAIL ☐ POSTAGE DUE ☒ LETTER ☐ FLAT  
☐ PARCEL ☐ HOLD

☐ International mail subject to storage charges after (Date) \_\_\_\_\_

☐ SPECIAL DELIVERY For special deliveries: Article ☐ PLACED UNDER YOUR DOOR ☐ RESTRICTED DELIVERY  
☐ PLACED IN YOUR LETTER BOX

☐ If not picked up at Post Office before carrier begins his next regular trip he will deliver it to you.

CUSTOMER (Please describe any visible damage)

CLAIM CHECK ☒ 704805

AMOUNT DUE

ADDRESSSEE NAME (Print)  
SSG James J. Jones

ADDRESS  
2085 USAR

DELIVERED BY AND DATE RECEIVED BY

LEFT WITH RESIDENTIAL UNIT MANAGER

PS Form 3840-A Oct. 1980 DELIVERY NOTICE OR RECEIPT

DELIVER ARTICLE TO ☒ ENTER NAME OF PERSON YOU AUTHORIZE TO RECEIVE THE MAIL  
(Name of agent)

FORWARD TO ADDRESSEE AT ☐ ENTER FULL ADDRESS TO WHICH MAIL IS TO BE SENT

SIGNATURE OF ADDRESSEE OR AGENT *James J. Jones* DATE

OFFICE RECORD OF DISPOSITION WHEN DELIVERY CANNOT BE MADE

☐ FORWARDED TO ADDRESSEE ☐ RETURNED TO SENDER (Name and Address)

☐ UNCLAIMED ☐ UNKNOWN ☐ REFUSED ☐ OTHER (Specify) DATE BY (Signature)

F  
R  
O  
N  
T

Print name of agent  
and addressee must  
sign and date the  
reverse side.

R  
E  
V  
E  
R  
S  
E

GPO : 1980 O - 330-736

(3) As an exception to the above, and if desired, unit commanders may designate mail orderlies as authorized agents to receive official accountable mail. PS Form 3801 (Standing Delivery Order) must be completed as indicated below, if unit commanders utilize this option.



18 Jan 85

ATZK-AG-AP

SUBJECT: Postal Procedures for Reserve Units

Official Unit Designation	
NAME AND ADDRESS OF FIRM OR INDIVIDUAL	
Name, Rank, Title of Commander	
BY (Signature and title of person signing order)	TELEPHONE NO.
Signature	
<p>The above-named firm or individual hereby authorizes representatives whose signatures appear below to receive unrestricted registered, certified, insured, c. o. d., and special delivery mail addressed to or in care of the above-named firm or individual until otherwise notified in writing, and assumes all responsibility for loss, rifling, or damage of said mail after proper delivery. All previous orders are hereby revoked. <b>SPECIAL INSTRUCTIONS:</b> Where <b>RESTRICTED DELIVERY MAIL</b> is to be included, the statement "This authorization is extended to include <b>RESTRICTED DELIVERY MAIL</b>" must be entered on the delivery order by the person signing it. This notation is to be made on the part of the form provided for signatures of authorized agents.</p>	
SIGNATURE OF CLERK VERIFYING CUSTOMER'S SIGNATURE	DATE
SIGNATURES OF AUTHORIZED AGENTS	
Typed/Printed Name of Agent(s)	Signature of Agent

PS Form 3801 U.S. GOVERNMENT PRINTING OFFICE: 1982-801-273 May 1975

**STANDING DELIVERY ORDER**

NOTE: Unknown signatures must be identified

d. **Outgoing Official Mail:** In an effort to account for all official mailing costs at Fort Knox, reserve and national guard units are assigned account number 151. Account #151 should follow your office symbol and together they must be included, as a part of the return address, on each piece of outgoing official mail.

e. **Locator Service:** Each individual attending annual training will furnish the AG Postal Section a DA Form 3955, Change of Address and Directory Card, with inclusive training dates in the remarks section (see example next page). A forwarding address will be entered in the "New Mailing Address" section so that mail received after departure may be forwarded. Mail received after departure will be returned to sender, if a forwarding address is not furnished.

USAARMC Pam 135-1 (4 Feb 85)

ATZK-AG-AP

18 Jan 85

SUBJECT: Postal Procedures for Reserve Units

Doe, John C.		SSG	123456789	PURGE DATA
PRINT NAME (Last, First, MI)		GRADE	SSN	BOX NUMBER
NEW ORGANIZATION (Complete Designation)				
2085 USAR, Ft Knox, KY 40121				
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974. AUTHORITY:</b> Title 39 USC and DOD/Postal Service Agreement, 2 Feb 59. <b>PRINCIPAL PURPOSE:</b> To route and forward (Directory) mail. <b>ROUTINE USES:</b> Used by Army military and civilian personnel in mail functions and address inquiries. Data are inspected by commanders, postal officers, and military and civilian inspectors. <b>DISCLOSURE:</b> Voluntary. However, failure to provide the requested information could result in delay/inability to forward mail.				
OLD MAILING ADDRESS (Include BOX No., if any, and ZIP Code)		NEW MAILING ADDRESS (Include ZIP Code)		
		621 Bland St Louisville, KY 40202		
DATE DEPARTED OLD ORG:		DATE DUE NEW ORG: 1 June 1983		
QUARTERS/OFF POST ADDRESS		REMARKS		
		TNG DATES: 1 Jun - 15 Jun 83		
CONSENT: <input checked="" type="checkbox"/> I DO <input type="checkbox"/> I DO NOT CONSENT TO RELEASE THE ABOVE HOME ADDRESS OR SSN TO THIRD PARTIES.		(IF DEPARTING, COMPLETE BELOW ITEMS)		
		HEADQUARTERS ISSUING ORDERS		
SIGNATURE	DATE	ORDER NUMBER	ORDER DATE	
<i>John C. Doe</i>	1 Jun 83			
DA FORM 3955 EDITION OF 1 AUG 78 MAY BE USED.				
CHANGE OF ADDRESS AND DIRECTORY CARD				
For use of this form, see AR's 65-1 and 65-75; the proponent agency is TAGCEN.				

2. Unit commanders, first sergeants, and mail orderlies are encouraged to coordinate mail procedures with AG Postal Section prior to and immediately after arrival on Fort Knox, KY.

3. Questions pertaining to the above will be directed to the Installation Postal Officer, phone 624-1349 (AUTOVON 464-1349).

FOR THE COMMANDER:

  
ROYCE C. PACE  
Installation Postal Officer

APPENDIX D

TROOP A  
10TH RECONNAISSANCE SQUADRON  
15TH CAVALRY  
Bardsville, Kentucky 40231

SUBJECT: Request for Morale Welfare Recreation Fund Dividends

Commander  
US Army Armor Center and Fort Knox  
ATTN: ATZK-PA-PS-IMSF  
Fort Knox, Kentucky 40121-5000

1. Request this unit be furnished the authorized unit fund dividends from the Installation Morale Welfare Recreation Fund, Fort Knox, Kentucky.
2. In connection with this request, the following information is submitted:
  - a. Unit fund designation: Unit Fund, Troop A, 10th Reconnaissance Squadron, 15th Cavalry.
  - b. Home address and telephone number: US Army Reserve Center 4, Power House Road, Bardsville, Kentucky 40231, AUTOVON 391-2031/2035.
  - c. Type of unit: TOE.
  - d. Inclusive dates of active duty for training: 11-25 July 19\_\_.
  - e. Actual strength of unit on date of arrival to Fort Knox (excluding full-time support personnel): 180.
  - f. A copy of orders (to include roster of personnel) is at encl 1.

1 Encl  
as

JOHN E. DOE  
CPT, Armor  
Commanding

(LETTERHEAD)

APPENDIX E

SUBJECT: Letter of Authorization

Commissary, Class VI, and Exchange Officers  
Department of Defense Installations

1. Under the provisions of AR 30-19 and AR 60-20, Commissary Stores, Class VI, and Exchange privileges are authorized the below listed individual(s), legal family member(s) (agent) of (SPONSOR) \_\_\_\_\_

a. (Family Member-Agent) \_\_\_\_\_

(Relationship) \_\_\_\_\_

(Signature) \_\_\_\_\_

b. (Family Member-Agent) \_\_\_\_\_

(Relationship) \_\_\_\_\_

(Signature) \_\_\_\_\_

2. This authorization is in effect for the duration of the attached Annual Training and/or Active Duty for Training orders. Order Number: \_\_\_\_\_.

\_\_\_\_\_  
Signature of sponsor's unit or  
receiving unit commander) (must be  
original, not reproduced)

APPENDIX F

ZYUW RUEADWD5946 0351535

ROUTINE

R 032000Z FEB 83

FM HQ DA WASHDC//DAAR-PE//

TO CDR FORSCOM FT MCPHERSON GA//

INFO CDRUSADONE FT MEADE MD //

CDRUSAFIVE FT SAM HOUSTON TX //

CDRUSASIX SFRAN CA //

UNCLAS

SUBJ: COMMISSARY PRIVILEGES FOR RESERVE COMPONENT PERSONNEL ON YEAR ROUND ANNUAL TRAINING

1. REQUEST YOU DISSEMINATE THE FOLLOWING INFORMATION THROUGHOUT THE USAR STRUCTURE TO INSURE THAT THE RESERVIST HAS PROPER DOCUMENTATION WHICH WILL ENABLE HIM OR HER TO USE THE COMMISSARY.

2. ON 22 SEPTEMBER 1982, THE ACTING ASSISTANT SECRETARY OF DEFENSE (MANPOWER, RESERVE AFFAIRS, AND LOGISTICS) ANNOUNCED A CLARIFICATION TO THE EXISTING POLICY ON COMMISSARY PRIVILEGES FOR RESERVE COMPONENT PERSONNEL PERFORMING YEAR ROUND (FRAGMENTED) ANNUAL TRAINING. THE POLICY AS INTERPRETED BY THE HOUSE ARMED SERVICES COMMITTEE (NONAPPROPRIATED FUND PANEL) READS AS FOLLOWS:

"RESERVE COMPONENT PERSONNEL PERFORMING AT ON A FRAGMENTED BASIS FOR PERIODS OF LESS THAN 72 HOURS WILL BE AFFORDED COMMISSARY PRIVILEGES FOR A PERIOD OF NOT MORE THAN 14 CONSECUTIVE DAYS BEGINNING ON THE FIRST DAY OF THE LAST FRAGMENTED PERIOD OF AT WHICH WILL CONSTITUTE THE FINAL PERIOD FOR THAT AT. THE EXACT NUMBER OF DAYS OF COMMISSARY PRIVILEGES WOULD BE EQUAL TO THE TOTAL NUMBER OF DAYS OF AT PERFORMED IN FRAGMENTS OF LESS THAN 72 HOURS BUT IN NO CASE MORE THAN 14 CONSECUTIVE DAYS. THE FINAL AT PERIOD ORDERS WOULD BE APPROPRIATELY ANNOTATED TO REFLECT THE SPECIFIC PERIOD OF TIME FOR WHICH THE INDIVIDUAL AND HIS REPRESENTATIVES WILL BE ELIGIBLE FOR COMMISSARY PRIVILEGES."

3. THIS POLICY IS EFFECTIVE IMMEDIATELY. UNIT COMMANDERS OR ORDERS ISSUING AGENCIES ARE AUTHORIZED TO ANNOTATE THE LAST SET OF ANNUAL TRAINING ORDERS OF INDIVIDUALS PERFORMING YEAR ROUND ANNUAL TRAINING TO REFLECT THE SPECIFIC PERIOD OF TIME FOR WHICH THE INDIVIDUAL AND HIS OR HER FAMILY MEMBERS ARE ELIGIBLE FOR COMMISSARY PRIVILEGES. PERIOD OF ELIGIBILITY WILL:

A. BE EQUIVALENT TO THE NUMBER OF DAYS OF ANNUAL TRAINING PERFORMED IN FRAGMENTS OF LESS THAN 72 HOURS;

B. BEGIN ON THE FIRST DAY OF THE LAST FRAGMENT OF ANNUAL TRAINING;

C. NOT EXCEED 14 CONSECUTIVE DAYS.

4. ORDERS FOR PERSONNEL PERFORMING YEAR ROUND ANNUAL TRAINING SHOULD BE PREPARED IN ACCORDANCE WITH AR 310-10. THE ANNOTATION AUTHORIZING COMMISSARY PRIVILEGES WILL BE MADE UNDER THE ADDITIONAL INSTRUCTIONS SECTION OF THE ORDERS AND SHOULD INCLUDE THE EXACT PERIOD OF TIME AUTHORIZED AND NAMES OF FAMILY MEMBERS AUTHORIZED TO USE THE PRIVILEGE.

5. THIS CHANGE IS THE RESULT OF AN ARMY QUALITY OF LIFE PROGRAM ACTION AND IS PART OF AN OVERALL EFFORT TO IMPROVE BENEFITS AND ASSURE MAXIMUM USE OF THESE BENEFITS BY MEMBERS OF THE RESERVE COMPONENTS. BT

ACTION DAAR(6)  
INFO SCB REVIEW(1)

(F)

The proponent of this pamphlet is the Directorate of Reserve Components. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) thru channels to Cdr, USAARMC, ATTN: ATZK-DRC.

FOR THE COMMANDER:



Adjutant General

RALPH R. WOLFE  
Colonel, GS  
Chief of Staff

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